

# **NEW SHOREHAM SEWER AND WATER COMMISSION**

## **JOINT MONTHLY MEETING MINUTES**

**MONDAY • August 17, 2015 • 4 p.m.**

**Town Hall, Block Island**

**PRESENT were SEWER Commission members: Peter McNerney (Chair), Brad Marthens, Tom Doyle, Martha Ball [4:11], Terri Chmiel (Alternate), Steve Draper (Alternate)**

**PRESENT were WATER Commission members: Brad Marthens (Chair), Tom Doyle (Vice Chair), Peter McNerney, Martha Ball [4.11], Terri Chmiel (Alternate), Steve Draper (Alternate)**

**ALSO PRESENT were: Sewer Superintendent Christopher Blane, Water Superintendent John Breunig, Town Manager Nancy Dodge, Finance Director Amy Land, and Commissions' Attorney David R. Petrarca, Jr., Esq..**

**The minutes were transcribed by David R. Petrarca, Jr.**

**With a quorum present the meeting was called to order at 4:02 p.m. by P. McNerney.**

**It was determined that Terri Chmiel would be a full voting member for this meeting. Steve Draper was also a full voting member until Martha Ball arrived at 4:11 PM.**

## **JOINT WATER and SEWER DISTRICT**

### **1. Discussion and potential action regarding Bridgegate Square, LLC's request for separate meters.**

**Applicant Bridgegate Square, LLC, represented by Gillian Beebe, seeks an exception from policy requiring a condominium for separate meters on one lot. J. Breunig explains history behind policy not allowing sub-meters unless property is part of a condominium. Commission discusses possible precedence if exception is made.**

**M. Ball arrived at 4:11 PM.**

**J. Breunig suggests that the applicant purchase their own sub-meters for their own, internal use to monitor water usage by tenants.**

**MOTION by B. Marthens to deny Bridgegate Square, LLC's request for separate meters because of precedence. Seconded by P. McNerney.**

**Aye: 5 (McNerney, Marthens, Doyle, Ball, Chmiel) Nay: 0. Abstain: 0**

### **2. Discussion and potential action regarding the minutes of the July 20, 2015 monthly meeting.**

**MOTION by B. Marthens to approve the minutes of the July 20, 2015 monthly meeting. Seconded by T. Doyle.**

**Aye: 5 (McNerney, Marthens, Doyle, Ball, Chmiel) Nay: 0. Abstain:**

**3. Discussion and potential action regarding recommendations to Town Council for Sewer/Water Appointment.**

**S. Draper and T. Chmiel recuse from discussion and vote.**

**Four applicants have applied for the vacancy of Wayne Battey's full position on the Sewer and Water Commissions. The Commissions discuss the merits of the candidates.**

**MOTION by B. Marthens to recommend Steve Draper to the Town Council for the full position vacancy on the Sewer and Water Commissions. Seconded by P. McNerney.**

**Aye: 4 (McNerney, Marthens, Doyle, Ball) Nay: 0. Abstain: 0**

**4. Discussion and potential action regarding superintendents' recommendation for hire of Administrative Assistant/Clerk Position.**

**P. McNerney recuses from the discussion and vote.**

**The Superintendents have recommended Kara Stinnett for the position of Administrative Assistant/Clerk.**

**MOTION by B. Marthens to hire Kara Stinnett for the position of Administrative Assistant/Clerk in accordance with the**

**recommendation of the Superintendents. Seconded by T. Chmiel.**

**Aye: 5 (Marthens, Doyle, Ball, Chmiel, Draper) Nay: 0. Abstain: 0**

## **5. Employee Handbook update.**

**Attorney Petrarca updates the Commissions on the progress of the handbook. Thanks in large part to the outgoing clerk, Mona Helterline, the Handbook draft is ready to be presented to the employees and there is hope that a draft may be ready in time for the next monthly meeting of the Commissions, though it should be discussed at separate workshop meetings of the Commissions.**

## **6. Correspondence**

- 8/4/2015 Letter of thanks to W. Battey from Town.**

**The Commissions acknowledge the nice letter from the Town regarding W. Battey's service on the Commissions.**

## **WATER DISTRICT**

### **7. Discussion and potential action regarding Financials and Aging**

**A. Land discusses the financials and aging reports for the Water District.**

## **8. Operations Report**

**J. Breunig discusses his monthly operations report.**

## **SEWER DISTRICT**

### **9. Discussion and potential action regarding Ocean Ave Manhole Covers**

**Attorney Petrarca updates the Commission on his communications with Town Engineer Jim Geremia and the RI Department of Transportation.**

### **10. Tax Sale update.**

**A. Land and Attorney Petrarca report 100% compliance before the scheduled Tax Sale was necessary.**

### **11. Discussion and potential action regarding Financials and Aging**

**A. Land discusses the financials and aging reports for the Sewer District.**

### **12. Operations Report**

**C. Blane discusses his monthly operations report.**

### **13. Correspondence**

- Letter of Commendation to Joe Cantone regarding DMR-QA**

**proficiency test.**

**Letter is read into record by C. Blane:**

**FROM: Christopher J. Blane, Sewer Superintendent**

**TO: Joseph Cantone, Class 2 Wastewater Treatment  
Operator/Laboratory Director**

**DATE: July 31, 2015**

**SUBJECT: Commendation: Passing the DMR - QT PT test in July,  
2015.**

**Joe - I received the results from the DMR - QA PT proficiency test that you were in charge of completing this year. All five test results were in the acceptable range and so the test was passed. Based on this information, I believe that a letter of commendation is in order.**

**As you know, your position as Laboratory Director is a critical element of your responsibilities in your position as a Class 2 Wastewater Operator here at this plant. You did a fine job of taking on the challenge of completing this very difficult test from beginning to end. The passing of this test allows our plant to keep full Laboratory Certification and is critical to this plant's operation. Congratulations on a job well done!**

**I will be placing a copy of this letter in your personnel file and will also read it at the next monthly meeting of the New Shoreham Sewer**

**and Water Commissions.**

**Sincerely,**

**Chris Blane**

**Sewer Superintendent**

**New Shoreham Water Pollution Control Facility**

**P.O. Box 774**

**Block Island, RI 02807-0774**

**Phone: (401) 466-3231**

**Cell Phone: (401) 662-9051**

**Fax: (401) 466-3237**

**Cc: William Patenaude, R.I. D.E.M.**

**Nancy O. Dodge, Town Manager, Town of New Shoreham**

**Peter McNerney, Chairman, New Shoreham Sewer Commission**

## **ANNOUNCEMENTS AND OPEN FORUM.**

### **14. Commissioners' Announcements.**

**None.**

### **15. Public Comment for items not on the agenda.**

**None.**

## **16. Adjournment.**

**MOTION by P. McNerney to adjourn. Seconded by B. Marthens.**

**Aye: 5 (McNerney, Marthens, Doyle, Ball, Chmiel) Nay: 0. Abstain:  
0**

**Respectfully Submitted,**

**David R. Petrarca, Jr., Esq.**

**Posted: 09/23/15**